



# **CLARK COUNTY, NEVADA COMMUNITY HOUSING FUND**

## **PROGRAM GUIDE & APPLICATION INSTRUCTIONS**

For

**Development of Affordable Rental Housing  
County-wide**

Issued by

CLARK COUNTY  
LAS VEGAS, NEVADA

**Issue Date: May 5, 2022**

## **Contents**

|   |    |
|---|----|
| Terms/Definitions .....   | 3  |
| Summary .....   | 4  |
| General Application Information .....                               | 4  |
| Funding Goals and Scope .....                                       | 5  |
| Income Eligibility .....  | 5  |
| Period of Affordability.....  | 5  |
| Prevailing Wage .....   | 6  |
| Land Use Requirements .....   | 6  |
| Additional Funding Sources .....                                    | 6  |
| Eligible Applicants .....   | 6  |
| Funding Opportunity.....  | 6  |
| Funding Agreement .....   | 7  |
| Developer Fee .....   | 8  |
| Method of Evaluation, Award, and Scoring.....                       | 8  |
| Scoring Criteria .....  | 8  |
| Progress Reports .....  | 9  |
| Final Cost Certification .....                                      | 9  |
| Additional Application Information .....                            | 10 |
| Contact with COUNTY during application process .....                | 10 |
| Withdrawal of Application.....                                      | 11 |
| Rejection of Application .....                                      | 11 |
| Clark County Fee Discounts and Waivers for Affordable Housing ..... | 11 |
| Revisions and Interpretations.....                                  | 11 |
| Public Records .....  | 11 |
| Collusion and Advance Disclosures .....                             | 12 |
| ZoomGrant Application Instructions .....                            | 13 |
| Library Contents .....  | 13 |
| Summary.....  | 13 |
| Pre-Application .....   | 13 |
| General Application Questions.....                                  | 13 |
| Documents.....  | 13 |

## **Terms/Definitions**

The following terms are used throughout this document.

- "AMI" area median income
- "APPLICANT" any respondents to this application including all members of the development team
- "BCC" the Board of County Commissioners
- "CHF" Community Housing Fund
- "COUNTY" Clark County, Nevada
- "CRM" Community Resources Management Unit of Clark County Social Service
- "ELI" Extremely Low Income (<30% AMI)
- "HUD" the United States Department of Housing and Urban Development
- "LIHTC" the federal low-income housing tax credit under Internal Revenue Code Section 42
- "SRO" Single Room Occupancy units as defined under CFR part 92

## **Summary**

The COUNTY, through this Application, is soliciting qualified developers to submit applications for developing or rehabilitating housing which meets the housing affordability needs of very low to moderate income households. The COUNTY will also consider applications for land acquisition for future affordable housing development. The COUNTY will make available up to \$140 Million of CHF to applications eligible under this Program Guide and will also make available up to \$763,125 in Clark County HOME Off-Cycle Funds for projects not already granted HOME funds. These are off-cycle HOME funds and are not a part of the FY22/23 available HOME funds.

All APPLICANTS who intend to apply for HOME funds must review the COUNTY's HOME Program Guide. An updated version of the HOME Program Guide can be found here:

<https://clarkcountynv.gov/communityhousingfund>

The COUNTY recognizes the unprecedented costs facing Clark County residents, affordable housing developers, and affordable housing operators and is eager to provide support to make more affordable housing development possible through this new opportunity. Through this application the COUNTY does not intend to be the sole source, or main source, of funding for any project and expects APPLICANTS to exhaust other available funding and financing sources including 9% or 4% LIHTC, tax-exempt bonds, public or private grants, conventional bank loans, Federal or State Governmental loans, State of Nevada Growing Affordable Housing Financing Program (GAHP) financing, HOME funds, local and State of Nevada ARPA funds and Housing Trust Funds.

The COUNTY will use the information gathered through this application process as a basis to negotiate funding agreements and make a final determination of funding.

## **General Application Information**

This application will ask if you are applying for CHF funding exclusively or for both CHF and HOME funding. Some of the Federal requirements attached to other funding sources may not apply if you are applying exclusively for CHF funding.

All interested parties should attend a Pre-Application meeting on May 19, 2022 at 1:30 p.m. Meeting details and location will be provided on Clark County's CHF webpage:

<https://clarkcountynv.gov/communityhousingfund>

APPLICANTS may submit questions about the CHF and this application process via e-mail to [chf@clarkcountynv.gov](mailto:chf@clarkcountynv.gov).

The application consists of Summary, Pre-Application, and General Application sections. All APPLICANTS must complete the Summary and Pre-Application questions and meet all Pre-Application requirements before they will be allowed to continue with the General Application. The COUNTY will notify APPLICANTS when they are eligible to proceed to the General Application.

APPLICANTS must submit:

- Pre-Applications no later than 5:00 P.M. (PST) on May 23, 2022
- General Applications no later than 5:00 P.M. (PST) June 13, 2022

**No extensions will be granted.**

All Pre-Applications and Applications must be submitted through ZoomGrants. Here is the link to the ZoomGrants application:

<https://www.zoomgrants.com/gprop.asp?donorid=2092&limited=4039>

The COUNTY will not accept hard copies and all attachments must be uploaded to ZoomGrants. The County is not responsible for any online submission issues related to Internet connectivity or computer system limitations.

## **Funding Goals and Scope**

The COUNTY will determine eligibility for funding by population served and targeted income level(s), number of units, developer experience and financial capacity, ability to creatively maximize the use of CHF funds in combination with other funding sources, overall quality of project, location of project (including access to transportation, healthcare, employment and services), commitment to diversity equity inclusion and sustainability, and project feasibility. All developments will be for affordable housing for households below 80% of AMI; any units above 80% will not be funded by CHF. The maximum amount of below 30% AMI, permanent supportive housing, or transitional housing units allowed in any one project is 50% of the total.

APPLICANTS must provide necessary parking and amenities commensurate with the needs of residents and demonstrate that those living within the development have services available, including but not limited to, access to health services, transportation, groceries, recreation, employment, and community opportunities within a reasonable distance.

The project should clearly meet its target objective of providing service enriched, quality affordable rental housing and architectural character and landscaping must be inviting, non-obtrusive and harmonious with similar multi-family housing developments in the area. To the maximum extent feasible, the project should incorporate sustainability features including cutting-edge energy conservation, water smart landscaping and/or renewable energy generation to offset project energy consumption

## **Income Eligibility**

The household income at initial and subsequent recertifications is to be determined using HUD Annual Income limits for the Las Vegas-Henderson-Paradise Metropolitan Statistical Planning Area. All units qualifying as affordable housing will continue to meet applicable rent restrictions for the duration of the period of affordability. The COUNTY may consider other restrictions if the project will use HUD or other affordable housing financing.

## **Period of Affordability**

For the purposes of this solicitation for CHF funding, the COUNTY has established 20 years as the minimum period for which new construction projects must remain in use for affordable housing. For acquisition and rehabilitation projects, the period of affordability can range from 5 to 20 years and beyond, based on the amount of funds per unit invested in the project. Applications may propose extended compliance periods. The period of affordability shall commence upon the issuance of a certificate of occupancy or its equivalent. Unless requested and agreed to by the COUNTY, funding award agreements shall contain a provision that requires all awards of funding to revert to the COUNTY if a CHF-awarded project is not under construction within three years.

## **Prevailing Wage**

All projects awarded CHF funds shall ensure that contractor and subcontractors are bound by and comply with all federal, state and local laws with regard to minimum wages, overtime work, hiring and discrimination. All APPLICANTS, except for those with projects awarded 4% or 9% LIHTC prior to May 1, 2022, must comply with Nevada prevailing wage requirements (NRS 338.020 through 338.090). APPLICANT shall ensure that all employees on the construction project are paid in accordance with the current prevailing wage rates as approved by the State Labor Commissioner, whenever the actual value of the contract totals \$100,000 or more. Bidders are responsible to identify and use the correct prevailing wage rates, including any addenda, as well as all the forms needed to comply, as specified on the State of Nevada Labor Commissioner's web site: [www.Labor.NV.Gov](http://www.Labor.NV.Gov), or by calling (702) 486-2650. Per NAC 338.040, after a contract has been awarded, the prevailing rates of wages in effect at the time of the opening of bids remains in effect for the duration of the project.

## **Land Use Requirements**

All developers are responsible for meeting planning and zoning requirements and gaining approval by the proper municipal, county, and state entities and related governing bodies. All developers are responsible for completing the construction permitting process to secure the site and development permits, and for meeting all environmental requirements for development.

## **Additional Funding Sources**

In addition to CHF funding, which will be awarded as development subsidy or equity, other sources of below market financing should be necessary to meet the affordability requirements of the solicitation. APPLICANTS are encouraged to pursue funding from non-public sources, as available, to establish project feasibility and affordability in alignment with the goals of creating more affordable housing in Clark County. APPLICANTS are encouraged to incorporate all available financial tools to demonstrate project feasibility at their project AMI rent levels, in addition to the funding available through this application.

Funding applicability is based on meeting the individual eligibility criteria for the specific programs and availability and timing of fund distribution and awards. Combining multiple funding sources increases the time to complete a project, and qualified APPLICANTS experienced in securing and developing projects in this manner should demonstrate their experience in these processes.

## **Eligible Applicants**

Eligible APPLICANTS include validly existing entities (not individuals), including 501(c)(3) or 501(c)(4) non-profit corporations, for-profit corporations, limited partnerships, limited liability companies, other governmental entities and joint ventures of the preceding.

All proposed projects must be located within the geographic boundaries of Clark County. Projects located in areas outside of unincorporated Clark County must demonstrate support from that local jurisdiction.

APPLICANTS with unresolved audit findings or recipients of a letter of concern may be ineligible.

## **Funding Opportunity**

APPLICANTS may request (1) Short Term Loans; (2) Permanent Loans; and (3) Grants for Currently Awarded 9% LIHTC Projects.

- 1) **Short Term Loans.** In the case of a unique, demonstrated need, a project may apply for a short-term loan for pre-development, land acquisition, or gaps in funding related to increases in construction costs, rising interest rates, or other factors. This loan will have an interest rate of 0% and a term of no more than two years.
- 2) **Permanent Loans.** 9% or 4% LIHTC projects in need of gap funding may apply for permanent loans. Available funding will be awarded to finance an amount of no more than 20% of the total funding sources of the project. Permanent loans for 4% LIHTC projects will have an interest rate of 3% and the term will be negotiated for repayment as no longer than 30 years dependent on other sources of debt and cash flow projections; principle and interest payments are required from a portion of surplus cash flows after senior debt payments have been made beginning in year one (4% loans will be modeled after the State of Nevada's GAHP Program and applicants are expected to have applied to the State for GAHP funds as well, if available. Terms for CHF loans for those who are also GAHP recipients will be negotiated). Permanent loans for 9% LIHTC projects will have a negotiated interest rate between 0-3% and an affordability term negotiated based on other sources of debt and cash flow projections.
- 3) **Grants for Currently Awarded 9% LIHTC Projects.** Projects already awarded 9% LIHTC and which now have a gap in financing due to unexpected increases in construction costs or other factors may apply for a grant to fill all or a portion of their funding gap. If the funds are granted to a non-profit and subsequently loaned to a project owner, then grant funds will be subject to restrictions on use for any amount of the grant funding paid back to the non-profit.

## **Funding Agreement**

The developer will enter into a funding agreement with the COUNTY as a condition of award. Approval by the COUNTY may be final or tentative, but in any event shall be subject to funding. Construction default may occur if the developer fails to complete the project within time limits prescribed. The developer will hold the COUNTY and its employees and officials harmless to the maximum extent possible for any and all damages, of whatever nature, associated with the project. The agreement shall be subject to review and approval of the Clark County District Attorney's Office.

CHF financial assistance will be provided in the form of a loan to the owner of the property, or a grant to selected applicants already awarded 9%LIHTC. Owner of the property means the entity that holds title to the land/property. The County will require all such loans to be secured by an acceptable Deed of Trust at the time of project funding. Further, the County will require a Completion Guaranty, a Performance and Payment Guaranty, and/or a Replacement Reserve Guaranty. Funding will be awarded in an amount appropriate to the scope of a proposed project and the needs and resources of the applicant. The County reserves the right to adjust the amount of CHF funds awarded to a project, and to negotiate modifications to the proposed work plan and budget prior to executing a CHF agreement.

Deed restrictions must be placed on all projects that receive CHF funds to ensure affordability regarding income and rent limitations

The County reserves the right to fund those projects which reflect the highest and best use of CHF funds, and also to place conditions on projects awarded which include, but are not limited to, requiring rents to be decreased, longer periods of affordability to be met, lower income levels to be served, etc.

The BCC must approve all CHF Funding Agreements.

The COUNTY cannot advance CHF funds; the CHF recipient must incur costs and request reimbursement. CHF funds can only be used for eligible CHF costs incurred after a CHF agreement has been fully executed.

## **Developer Fee**

For LIHTC projects, the limitation on developer fees is the same as allowed under the applicable LIHTC qualified allocation plan. The allowable developer fee for all other projects may not exceed 15% total project cost including land and excluding the developer fee.

## **Method of Evaluation, Award, and Scoring**

The COUNTY will select applications based on the factors identified below and may require a presentation and/or an oral interview. The COUNTY may make awards based on objective and/or subjective evaluation criteria. Selection will be based on which applications the COUNTY deems best suited to fulfill the requirements of this solicitation. The COUNTY also may choose not to make an award if it determines an application does not fully meet the requirements of this solicitation.

The COUNTY will score applications on the following criteria weighed according to points identified below:

### **Scoring Criteria**

- 1) ***Developer experience*** will be based on the APPLICANT and co-Provider/Developer. The experience must be in at least one housing project completed utilizing federal, state, county, or municipally awarded funding for the furtherance of affordable housing. (Up to 15 pts. Total):
  - more than 5 years experience will be awarded 5 points, and
  - more than 10 years experience will be awarded 10 points.
- 2) ***Project Financial Feasibility*** will be based on the COUNTY'S review of the project proforma, sources and uses, and market study, showing strength and ability of the project to meet development costs, cash flow, and successful completion in the time proposed. The County will evaluate the extent to which proposed funding amounts for each source are within reasonable ranges. (Up to 15 pts.)
- 3) ***Target Population and Mix of Income*** will be based on the proposed mix of units and ability to meet the housing needs of the target population between 30% – 80% AMI. A larger proportion of ELI and very-low-income units to the total units in the project as a whole will be considered for higher scoring, even if doing so increases the amount of the CHF funding requested. If 10% of the total units are at 30% AMI or lower a minimum of 5 points is guaranteed in this category. The maximum amount of below 30% AMI, permanent supportive housing, or transitional housing units allowed in any one project is 50% of the total units. (Up to 10 pts.)
- 4) ***Overall Quality of Project*** will be based on the COUNTY'S assessment of appearance, architecture, ability of design to fit within the style of the neighborhood and quality of proposed materials and construction. (Up to 10 pts.)
- 5) ***Developer Financial Capacity*** will be based on the COUNTY'S evaluation of APPLICANT'S audited or unaudited financial statements and other documents, and overall developer financial capacity to weather unexpected development variables. (Up to 10 pts.)
- 6) ***Ability to Leverage CHF funds*** will be based on committed funding from other below-market debt sources. (Up to 10 pts.)



- 7) **Diversity, Equity, and Inclusion** will be based on applicant’s demonstration of diversity, equity and inclusion practices both by the applicant’s organization as well as through proposed affirmative marketing strategies. (Up to 5 pts.)
- 8) **Sustainability** points will only be awarded if the project meets at least one of the following: 1) must decrease or support the decrease of energy consumption or demand for energy on the property and exceed the energy efficiency that would be achieved under the current edition of the International Energy Conservation Code (“IECC”) by at least twenty percent (20%); 2) must meet the eligibility requirements and criteria defined in the Southern Nevada Water Authority (“SNWA”) Water Smart Landscapes Program or Water Efficient Technologies; and/or 3) must generate electricity from renewable energy to offset load wholly on the property (must not be used to sell or distribute renewable energy between tracts). (Up to 5 pts.)
- 9) **Location** will be based on the COUNTY’s determination of the project’s proximity to transportation and ability to access healthcare, employment, services and other important activities of daily living. (Up to 8 pts.)

| No. | Scoring Criteria  | Possible Points /88 |
|-----|---|---------------------|
| 1.  | Developer Experience  | 15                  |
| 2.  | Project Financial Feasibility   | 15                  |
| 3.  | Target Population and Mix of Income (30-80% AMI) <i>*funds may only be used for 0-80% AMI</i> | 10                  |
| 4.  | Overall Quality of Project  | 10                  |
| 5.  | Developer Financial Capacity  | 10                  |
| 6.  | Ability to leverage CHF Funds   | 10                  |
| 7.  | Diversity, Equity, and Inclusion  | 5                   |
| 8.  | Sustainability  | 5                   |
| 9.  | Location  | 8                   |

## **Progress Reports**

APPLICANTS must submit progress reports to the County on a quarterly basis after the CHF Agreement has been executed regardless of whether the project is requesting reimbursement.

APPLICANT’S financial system must be capable of generating regular financial status reports which indicate the dollar amount allocated for each activity, including any budget revisions, the amount obligated, and the amount expended for each activity for each funding source. The system must permit the comparison of actual expenditures and revenues against budgeted amounts.

At the end of the fiscal year the APPLICANT must submit CHF beneficiary data on all projects completed during the preceding year and a report on all contractor activity.

## **Final Cost Certification**

Upon development completion the APPLICANT must provide to the COUNTY a certified statement of Final Development Costs prepared by an independent third-party certified public accountant. The certification will include:

- A report of all expenditures, costs, and disposition of all development and all CHF funds.

- A summary report of all work completed by budget category.
- A certification that CHF funds provided by Clark County were used in accordance with the CHF Agreement.
- The signature of the recipient's Executive Director (or equivalent) or designated representative certifying that the information provided on the Final Cost Certification is a true and accurate statement of Total Development Costs and expenditures of CHF funds for the development.
- Project photographs showing the work completed under the CHF Funding Agreement.
- A Project Completion Report (if project is receiving HOME funds, use form HUD 40097).
- A Contract and Subcontract Activity Report (if project is receiving HOME funds, use form HUD 2516).

The same certification will cover CHF and any HOME funds awarded.

### **Additional Application Information**

This solicitation is not a commitment or offer by the COUNTY to enter into an agreement with an APPLICANT or to pay any cost incurred in the preparation of a response to this application. The application and the selected APPLICANT'S response may, by reference, become a part of the final agreement between the selected APPLICANT and the COUNTY resulting from this application. The COUNTY has sole discretion and reserves the right to reject any and all responses received with respect to this application and to cancel the solicitation at any time prior to entering into a formal agreement.

The APPLICANT may take exception to, or suggest deviations from, any portion of this application. Exceptions and deviations shall be noted in the appropriate section(s) of the application and shall adequately and concisely describe its advantages and/or other reasons for which it is proposed. APPLICANTS are advised that any exceptions contained in the application are by itself a sufficient basis for any decision by the COUNTY not to select that application.

The COUNTY may request additional information or clarification of information provided in the application without changing the terms of the solicitation.

All proposals must meet the requirements as detailed in this program guide and any additional requirements of other funding sources.

### **Unique Entity ID and SAM Requirements**

APPLICANTS must be registered with SAM.gov.

On April 4, 2022, the unique entity identifier (UEI) used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alpha ID assigned to an entity by SAM.gov. As part of this transition, the DUNS Number has been removed from SAM.gov. The downloadable SAM.gov Registration form in ZoomGrants has links to a "UEI Fact Sheet" and for assistance in transitioning from the DUNS Number to the new Unique Entity ID.

### **Contact with COUNTY during application process**

Communication between an APPLICANT and a member of the BCC or between an APPLICANT and a non-designated COUNTY staff person regarding the selection of an APPLICANT is prohibited from the time the solicitation is advertised until the item is posted on an agenda identifying the selected APPLICANT. Questions pertaining to this solicitation shall be addressed to the designated contact specified herein. Failure of an APPLICANT, or any of its representatives, to comply with this paragraph may result in their application being rejected.

**Withdrawal of Application**

APPLICANT may request withdrawal of application at any time, provided the request for withdrawal is submitted to the COUNTY in writing.

**Rejection of Application**

The COUNTY reserves the right to reject any or all responses to this application, to advertise for new applicants, and to accept any application responses deemed to be in the best interests of the COUNTY. Acceptance of any application should not be construed as a development agreement, nor shall it indicate any commitment on the part of the COUNTY for any future action.

**Clark County Fee Discounts and Waivers for Affordable Housing**

Per a resolution adopted by the Clark County BCC on March 16, 2021, certain development fees are eligible for discounts at the Department of Comprehensive Planning, the Department of Building and Fire Safety, the Department of Public Works and the Clark County Water Reclamation District. Projects with certified affordable housing units at/below 60% AMI will receive a 75% reduction in eligible fees and units between 61% and 80% AMI will receive a 50% reduction in eligible fees.

Clark County Community Resources Management (CC-CRM) will “Certify” all eligible Affordable Housing (AH) Projects. Certified AH projects will receive expedited reviews free of charge and either waived or discounted development fees. Under Clark County Code Title 30.80.020 (d), certain application and administrative fees as required under Table 30.80-1 and Table 30.80-4 are not required for “Certified” AH projects.

Official “Certification” cannot occur until certain agreements are in place (CHF and/or HOME funding, State Tax Credits, Community Land Trust placement, etc.). Zoning and land use processing typically occurs prior to these commitments being in place. CC-CRM will accept an email from the developer stating the intended structure of their AH project. This request will be reviewed by CC CRM and CC Comprehensive Planning department management. If approved, CC CRM will notify the CC Comprehensive Planning department, so the project will receive the fee waiver and expedited processing. All other discounts will require completion and approval of the Affordable Housing Certification Application (See Library in ZoomGrants) to receive the expedited processing and fee discounts.

**Revisions and Interpretations**

If it becomes necessary to revise any part of the solicitation, a written revision will be provided to all APPLICANTS from COUNTY. The COUNTY is not bound by any specifications by the COUNTY’s employees, unless such clarification or change is provided to APPLICANT in writing from staff serving in a supervisory capacity.

**Public Records**

The COUNTY is a public agency as defined by state law, and as such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under that law, all of the COUNTYS records are public records, unless otherwise declared by law to be confidential, and are subject to inspection and copying by any person. APPLICANT is advised that once an application is received by the COUNTY, its contents will become a public record and nothing contained in the application will be deemed to be confidential except proprietary information. APPLICANT shall not include any information in its application that is proprietary in nature or that it would not want to be released to the public. Applications must contain sufficient information to be evaluated. The funding agreement will be written without reference to any proprietary information. If APPLICANT feels that it cannot submit its application without including proprietary information, it must adhere to the following procedure, or its application may be deemed unresponsive and will not be recommended to the BCC for selection.

If APPLICANT needs to submit proprietary information, please send an email labeled "Proprietary Information" referencing the project's name to the COUNTY'S contact. This email must contain a letter from the APPLICANT's legal counsel describing the proprietary information documents, representing in good faith that the information in each document meets the narrow definitions of proprietary information set forth in NRS 332.025, 332.061 and NRS Chapter 600A, and briefly stating the reasons why each document meets the said definitions.

Upon receipt of an application accompanied by such a separate email, the COUNTY will open the email to determine whether the procedure described above has been followed. Any information submitted pursuant to the above procedure will be used by the COUNTY only for the purposes of evaluating Applications and conducting negotiations. If a lawsuit or other court action is initiated to obtain proprietary information, an APPLICANT who submits the proprietary information according to the above procedure must have legal counsel intervene in the court action and defend the secrecy of the information. Failure to do so shall be deemed APPLICANT'S consent to the disclosure of the information by the COUNTY, APPLICANT'S waiver of claims for wrongful disclosure by the COUNTY, and APPLICANT'S covenant not to sue the COUNTY for such a disclosure.

By submitting proprietary information, in consideration of the terms related hereto, the APPLICANT also agrees to fully indemnify the COUNTY if the COUNTY is assessed any fine, judgment, court cost or attorney's fees as a result of a challenge to the designation of information as proprietary. In the event that the COUNTY incurs any expenses in this regard, it shall have a right to charge said expenses made in good faith to APPLICANT. An itemized statement of expenses shall be prima facie evidence of the fact and extent of the liability of APPLICANT.

If the COUNTY determines that a document that the APPLICANT has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the COUNTY will provide notice of that determination to the contact person designated by the APPLICANT in any reasonable manner that the COUNTY can provide such notice, at least five business days prior to public disclosure of the document. If the APPLICANT does not designate anyone to receive such notice the COUNTY will not have any obligation to provide any notice of a determination of non-confidentiality. If the APPLICANT does not designate anyone to receive such notice or, if within five business days after the designated person receives such notice, the APPLICANT does not initiate judicial proceeding to protect the confidentiality of the document, the COUNTY will not have any obligation to withhold the document from public disclosure.

### **Collusion and Advance Disclosures**

Consistent with NRS 332.820, evidence of collusion among APPLICANTS and prospective APPLICANTS acting to restrain freedom of competition may void Applications.

Advance disclosures of any information to any particular APPLICANT that gives that APPLICANT any advantage over any other interested APPLICANT, in advance of submission of the application, whether in response to advertising or an informal request for applications, made or permitted by a member of the BCC or an employee or representative thereof, may operate to void all applications received in response to this solicitation.

APPLICANT shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the COUNTY, the BCC or any official conducting the screening of solicitation responses, or any other organization that may have a clear interest in the outcome of the screening process for the purpose of influencing the outcome of the solicitation response selection process. APPLICANT shall not collude in any manner or engage in any practices with any other APPLICANT that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the APPLICANT'S application to be rejected by the COUNTY.

## **ZoomGrant Application Instructions**

All responses submitted must be the original work product of the APPLICANT. The copying, paraphrasing or otherwise use of a substantial portion of the work product of another APPLICANT is not permitted.

This document, and these application instructions, are intended to supplement those included in the ZoomGrant application. The Application in ZoomGrants is divided into 4 tabs: Summary, Pre-Application, Application Questions and Documents. There is also a Library that includes downloadable documents (including this one) that should be reviewed in conjunction with this application. This Library is viewable when working in any of the tabs.

For questions specifically on the functioning of the ZoomGrant application or the HOME program, email Melissa Tate at: [Melissa.Tate@ClarkCountyNV.Gov](mailto:Melissa.Tate@ClarkCountyNV.Gov). For questions on the CHF program, email them to: [chf@clarkcountynv.gov](mailto:chf@clarkcountynv.gov).

### **Library Contents**

1. CHF Program Guide and Application Instructions
2. HOME Program Guide
3. Affordable Housing Certification Application for Building Fee Discounts and Expediting
4. Clark County Section 3 Policy and Procedures

### **Summary**

This section asks for the Application Title/Project Name. Use that title/name as a reference if emailing with questions. The amount of funding is also requested, please include separate amounts if requesting CHF and HOME funds.

### **Pre-Application**

Applicants are required to complete the Pre-Application Questions and gain approval from the COUNTY before being allowed to continue with their proposal. The intent of the Pre-Application questions is for the COUNTY to determine if applicants have the capacity to develop and operate the proposed development, and that they meet the minimum program criteria for the funds being requested. All Applicants will be notified if eligible to move forward to the General Application.

### **General Application Questions**

Check all boxes and complete the narratives as directed. Documents referenced in the questions can be found in the Library or as downloadable templates in the Documents section. Other requested information can be uploaded in the Documents section under the appropriate title. All information requested must be entered or uploaded into ZoomGrants.

### **Documents**

The DOCUMENTS Section is where APPLICANTS upload the documents required or requested. If a downloadable template is available, it will appear as a hyperlink below the document title. Download, complete then upload under the same document title. Document titles without a downloadable template are for uploading documents requested in the application.

***The following are documents that are not requested in the application questions but must be provided***

- If you are applying for HOME funds, you must download, complete and upload the following:

- Site & Neighborhood Standards
- Environmental Review Request
- Section 3 Certification form
- If your project involves rehabilitation of existing improvements, you must:
  - Download, complete and upload the URA Plan Form
  - Upload your Rehab Scope of Work and Rehab Standards
  - Upload a Lead Based Paint Control Plan (pre-1978 properties)
- Applicants for both CHF and HOME are requested to upload the following:
  - Site Photos & Map of Project Location
  - Site Plan and Architectural Renderings
  - Ownership Chart
  - Project Financing Letters
  - Market Study Report

***The following is a list of all Documents (templates and titles for uploading documents)  
Some Documents will not be required if applying only for CHF funds***

1. Business License Instructions & Checklist
2. Ownership Disclosure Form-County & NRS Form
3. Tax Credit Application Form
4. For Profit Applicant Form
5. Evidence of Site Control Form
6. Lack of Site Control Form
7. Development Team Members Form
8. Financial Feasibility Spreadsheet
9. Sam.Gov Registration and UE ID #-FED & HUD & HOME
10. Site & Neighborhood Standards-FED-CFR
11. Affirmative Marketing Certification FED & HUD & HOME
12. Affirmative Fair Housing Marketing Plan Form-HUD Form
13. Fair Housing Act Checklist-Sec504-ArchitectCert FED & HOME
14. Environmental Review Request Form-HUD & HOME
15. Section 3 Certification-New CFR part75
16. URA Plan Form-Rehab-HUD & HOME
17. 20 Year Project pro forma (including sources and uses and construction costs)
18. Financial Audit & Last three (3) Tax Returns filed with the Internal Revenue Service
19. Construction Schedule & Cost Estimate
20. Site Plan and Architectural Renderings
21. Site Photos & Map of Project Location
22. Partnership or Joint Venture Agreement
23. Supportive Services Agreement
24. Ownership Chart
25. Project Financing Letters
26. Market Study Report
27. NV Secretary of State Verification of Good Standing
28. Rehab Scope of work and Rehab Standards
29. Lead Based Paint Control Plan (pre-1978 properties)

30. Sustainability Elements
31. LIHTC Award Letter from Nevada Housing Division
32. Evidence of Financial or Other Support from the Jurisdiction